

CROOK COUNTY LIBRARY BOARD MEETING
March 1, 2016
Crook County Library in Sundance

The Crook County Library Board met on Tuesday, March 1, 2016 at the Crook County Library in Sundance. Board members present were Maylee Baron-Kanode, Paulie Jolley, Bob Smith, Tami Baron and Marge Myers (Marge left at 11:30 – excused absence). Employees present were Jill Mackey, County Librarian, Kim Heaster, Sundance Branch Librarian, Pam Jespersen, Moorcroft Branch Librarian, and Nancy Bowles, Hulett Branch Librarian.

The meeting was called to order at 9:35 a.m. by Chairwoman Maylee Baron-Kanode and began with the Pledge of Allegiance.

Agenda:

Changes were made to the agenda as follows:

Add Joseph Baron, County Attorney, to review draft of MOU and lease for the Moorcroft Library.

Delete going over independent contractors, as all contracts are not in at this time.

Marge made the motion to approve the agenda per the changes made above seconded by Tami; motion carried.

The first ninety minutes of the meeting was utilized as a workshop to review the job description for the Adult Services Librarian. That position is held by Mandy in Moorcroft, and Carrie in Sundance. The staff went over the descriptions first for the board to use their input.

Maylee called the regular board meeting to order at 11:35 a.m.

Introductions:

Kim introduced Carrie Riley as the new Adult Services Librarian at the Crook County Library in Sundance.

Correspondence:

None at this time

Director/Library reports:

Kim's report – Sundance Library - March 2016

Bonnie had four storytimes in February and all were well attended. She has 5 storytimes planned for March, including her Easter Storytime and Egg hunt on March 23rd.

Bonnie's 1000 Books Before Kindergarten now has fifteen kids that have read 100 books, ten read 200 books, six read 300 books, five read 400 books, four read 500 books, four read 600 books, one has read 700 books, and one has read 800 books. When the kids reach 1000 books they will get a hard cover book and Bonnie will make a booklet out of their reading log sheets and their pictures for a keepsake.

The annual Sundance Winter Festival was February 20 and 21. Jill and I walked around and gave out bags to the kids. Each bag had a book, bookmark, and sucker in it. We each had 25 bags, and were done giving them out in half an hour. We didn't even get to a quarter of the kids there. Next year we want to have 200 bags to give out

The second annual "Read In" will be March 3rd at the elementary school from 6:00 to 7:30. Our staff will be doing a reader's theater of *The Day the Crayons Quit*.

Bonnie's girls' sleepover will be March 11th, and her little girls' tea party will be in April.

We are having a "Dress-up a Peep" contest. We are asking patrons to recreate a scene from their favorite book using Peeps.

Lunch Bunch discussion group met January 21 and discussed *The Storied Life of A.J. Fikry*. Their next meeting is March 17. They are reading *Just Beyond Harmony* by Gaydell Collier.

Feeders Readers book discussion group is meeting March 22. They are reading *The Tender Bar* by J.R. Moehringer.

The Friends of the Library had their annual bake sale on February 11. It went well, and they made over \$700. Their next meeting is on March 8th.

On February 19th we hosted "Indian Attack!" a program on the Pettigrew Wagon Train attack in 1877 by Vernon Davis. We had 41 people in attendance. Several of them were Pettigrew descendants from the Spearfish area.

On display this month we have the University of Wyoming Art Museum's Regional Touring Exhibition *Blackfeet Indian Tipis: Design and Legend*. The exhibition is a portfolio of 26 tipis that were observed at the encampments of the Blackfeet in 1944 or 45, at the time of the annual Sun Dance in early July. These framed silkscreen will be at our library for all of March and then move to Moorcroft for April.

We had planned an adult coloring event for March with Rusty Speidel. However, due to scheduling conflicts, we'll be moving it to sometime in April.

Pam's report – Moorcroft Library - March 2016

BOOK CLUB: read *FAULT IN THE STARS*, and watched the movie, and ate popcorn. The ladies seem to be enjoying the movies and books. Next book is *THE POWER OF ONE*, by Bryce Courtenay.

Lacey is having 20 to 25 for all of her programs. Cindy and Mandy both have been helping with the programs. We are looking forward to the storage shed so we can make more room.

Cindy, Lacey, Mandy, and myself have done several Webinars this month.

Randy Gill was over and we now have a baby changing station, along with new handicap door knobs. He also looked at the site for the new shed, and made plans to get it moved. I visited with him about several things, and he thought a new front door would be a good idea. We also talked about the water running down the sidewalk and causing problems at the basement door, and we are thinking with the new alley paving, that was done will help the problem.

We all attended the staff meeting at Hulett, where we worked over the job descriptions.

I did my evaluations on Cindy and Mandy. Things are going well.

We are getting ready to help with the LEGO man, he will be here April 1st, Melissa Buckmiller of the school outreach is hosting with the Library help, Lacey and Mandy will both go up to help.

We are working on our National Library Week plans. We have some signs we will refurbish and put up, along with some guessing games and prizes.

Nancy's report – Hulett Library - March 2016

Friends of the Library met on Feb 2nd @ the Library. 7 people attended. There is 1 BINGO Fundraiser left and it is on March 20th.

Nancy attended the Library Board Meeting in Moorcroft on Feb 4th.

On Feb. 8th, Book Discussion was held @ the Library @ 7 p.m. The book "I Feel Bad about my Neck" by Nora Ephron was discussed and the New Book "All the Light We Cannot See" by Anthony Doerr was handed out.

Echo and Nancy watched the Summer Reading Webinar and Nancy watched Why Books are Still a Good Library Brand.

Tom Mills brought & installed our 2 new computers which were added in the public computer section.

Cynthia Klinger's Program was on Feb 18th @ 2 p.m. She told about her trip with the Road Scholar Tour that featured Tony Hillerman's Southwest History and Landscape. It was a great program. We only had 9 people attend.

The Paint Party with artist Darla West was held on Feb 20th @ 2 p.m. 11 people participated and enjoyed.

The All-Staff meeting was held in Hulett on Feb 23rd. All the employees were present.

Echo made 23 visits to the school and held 3 Storytimes at the Library.

We started something new: Every Friday, on Facebook, we will be posting a book recommend by a Patron with a picture of the book and the person (if they agree) and a short review of the book.

Books are Fun is at the Library this week. Patrons may come in and purchase items. For every 10 we sell, we can get 1 item for free. This has worked out pretty good for us and draws a few more people into the Library.

An MS display has been set up at the Library for MS Awareness Month.

We also have a display featuring the best books of 2015, this includes: fiction, Romance, Historical Fiction, Memoir and Autobiography, Non-Fiction, History & Biography, Fantasy, Food & Cookbooks, Humor, Horror, Science & Technology, Poetry and Mystery & Thriller.

On March 31st @ 7 p.m., Mitch Mahoney, from the Hulett museum, will be presenting a program on Hugh Glass. You may have seen the movie, "The Revenant" but, he has done extensive research and will be telling us the REAL story.

Paulie's report – Foundation Liaison - March 2016

Kim Heaster is offering a "mending books" class.

Young Authors Contest is in progress. The Hadley family is supplying the prizes.

Library time 9-5 Sundance instead of changes for different days.

Discussion on a fundraiser to complete amount needed for Sundance carpeting. Suggestion was to "Buy a Carpet Square". Fundraising letter will be sent as none was sent at Christmas time.

Endowment CD at the current amount of \$5244.90 to be put in bank on March 3.

Discussion on the amount of the endowment threshold was lengthy, but very beneficial to the new members.

Some books are removed from the library periodically if they are not being checked out – however materials in the WYO room are permanent.

Director's report for March 2016:

Meetings/events this month -- February library board and foundation meetings, 2 commissioner sessions, once a week staff meetings at each library, reading at the nursing home & assisted care, county library staff meeting, county department heads meeting, meeting with county clerk re: ACA reporting/IRS forms, Vern Davis program, WYLD conference call, Legislative reception in Cheyenne, and Winter Fest in Sundance. Coming up in March – branch manager's meeting and Nancy Pearl workshop in Gillette. ALICE training will be sometime in April.

Storage shed in Moorcroft completed, Randy Gill is working on gravel pad to place it on. Carpeting in Sundance has been selected, waiting for installation dates. Six new computers have been received and installed (2 at each library). Twenty-five licenses for Microsoft Office were purchased from Techsoup.com and are being installed.

Carrie Riley started work on Feb. 8 as Adult Services Librarian in Sundance. Staff evaluations have been completed.

Contracts for independent contractors are being sent out.

Update on Foundation and Wyoming Community Foundation and investments.

1. The non-endowed Library Agency Fund was invested as a Medium Term Fund – what is the earliest date they can withdraw funds from that fund? Distributions can be requested by the Crook Co Library Board at any time, any request over \$50,000 will require WYCF board approval.
2. We just received the quarterly statement on the Agency Fund – when do we get statements on the Permanent Endowment? I am in the process of mailing out additional/corrected statements – watch the mail next week for both Statements.
3. What date can the Foundation expect the first payment on return from the Permanent Endowment? Your first distribution will be calculated as of 12/31/2016, payments will be mailed no later than February 15th, 2017.
4. How do we add additional funds to the Permanent Endowment? Mail or Wire the funds with correspondence that the money should be allocated to the Permanent Endowment and we handle the rest.
5. The annual distribution is calculated based on a 20 rolling quarter average or (5 Years) – so your calculation for your first annual distribution will be based on the quarter balance since inception of the fund – so as you deposit money into your fund and it grows the quarterly balance increases, which in turn will eventually increase the distribution.

Carpeting was picked out.

MOORCROFT LIBRARY INFORMATION

County Attorney Joe Baron attended our meeting to discuss the tentative MOU and lease agreement for the Moorcroft Library. The County Commissioners and the City of Moorcroft are the stakeholder's for this project for the library to seek a grant for funding. Add heat and air conditioning to the lease. Extend the termination agreement timeline. Find out if phone lines and Internet services – fiber optics will be included or not. Add information regarding signage, keys to the building for emergencies, and property and casualty insurance. The library would be responsible for furnishing the library.

(1:00 p.m.) –Meet with Crook County Commissioners

At this point in the meeting the library board went over to the Crook County Commissioner meeting to meet with the Commissioners – Kelly Dennis, Jeannie Whalen, and Steve J. Stahla; Joe

Baron, County Attorney; John Aloisio, Moorcroft Town Council; Charlene Delfino, and Nancy Feehan, Moorcroft Rec Center; and Dell Atkinson, North East Wyoming Economic Development Coalition.

Joe Baron, County Attorney, updated the Commissioners of what has gone on so far with the Moorcroft Town Center and the library moving into it. Joe provided a draft of a MOU and Lease agreement to consider.

John Aloisio stated that the in measuring the outside of the building there is 9363 square feet of space. Need the MOU from the City of Moorcroft and the Crook County Commissioners to start the funding process. Dell Atkinson's from the NEWEDC – a downtown development grant - due in June or if need be in September. Preliminary drawings were discussed. The plans need to be updated because of using the whole space available and not just partial space. Kyle Gillette should have those sketches.

Commissioners want to know what it will cost to be in the new building as compared to what we are in now. Need a cost comparison - how much does the building we are in cost per year. Expenditures over the years from the library budget, and what the county provided. The history of the building – when did it become a library, etc. Pro's and Con's of building we are in.

Need more information before we proceed. We should meet in Moorcroft with Rec Center board, Kyle Gillette, Moorcroft Town Council, County Commissioners, and Library Board to review the old study, what is needed now, and walk through building.

REVIEW MINUTES, CHECKLIST, AND TREASURER'S REPORT:

The minutes of the February 4, 2016 Regular Board meeting were reviewed. Tami made the motion to accept the February 4, 2016 minutes as printed, seconded by Bob; motion carried.

The checklist of expenditures for March 1, 2016 was reviewed. After some discussion, Bob made the motion to accept the checklist as presented, seconded by Paulie; motion carried. Staff needs to limit any work they do at home to once or twice a year. Need okay from Branch Librarian and County Librarian.

Jill reviewed the treasurer's report for March 1, 2016. It was noted 56.38% of the funding was expended of the libraries FY2016 county budget. Total operating funds stands at \$263,982.59 for this month. There wasn't any money used from the reserve account to pay bills. Bob made the motion to accept the treasurer's report for March 1, 2016 as presented, seconded by Paulie; motion carried.

Old Business:

- A. Job descriptions – worked on this morning. Tami will send out the Adult Services Librarian Job Description.
- B. Budget – quick review of strategic plan with eye to budget

Jill went through the budget with the board. We did make a few corrections and additions.

Need to talk to the County Clerk regarding form we use for our budget request.

New Business:

There was no new business to attend to at this time.

Review Yearly Calendar:

Table going over staff evaluations until next month
National Library Week is April 10-16

Adjournment:

There being no further business at this time Bob made the motion to adjourn the board meeting at 4:13p.m., seconded by Paulie; motion carried.

Respectfully submitted by

Tamara Baron, CCL acting Secretary	Date
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Maylee Baron-Kanode, CCL Chairwoman	Date
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